



# DelDOT – Development Coordination

## Minor Subdivision Checklist

**Please note: This form is required for all Minor Subdivision plan submissions**

Please check items below as necessary

(Section and Figure Links reference Subdivision Manual)

- Are there 5 lots or less (including residual lands)? ☐ Yes, continue ☐ No, see [Subdivision Gatekeeping Checklist](#)
- Are public internal streets/access ways being created? ☐ Yes, see [Subdivision Gatekeeping Checklist](#) ☐ No, continue
- Commercial Development/Redevelopment? ☐ Yes, see [Subdivision Gatekeeping Checklist](#) ☐ No, continue
- ☐ Copy of [Initial Stage Fee Calculation Form](#) and Check
- ☐ Paper Plan sets required for Initial submittal: ☐ New Castle: One (1) ☐ Kent: One (1) ☐ Sussex: Three (3)  
(The subdivision reviewer will advise the applicant on how many plans are required for final approval)
- ☐ Electronic copies of plans and submittal documents for every submittal (by CD, FTP or email, [subdivision@state.de.us](mailto:subdivision@state.de.us) )

### Plan Requirements ([Section 3.2.2](#))

- ☐ North Arrow and property corners shown ☐ Location Map ☐ Legend
- ☐ Roadway Name, Maintenance number, and Functional Classification
  - (i.e.: Bowers Beach Road – KCR 018, Minor Collector) [See Functional Classification Map](#)
- ☐ Existing and proposed lot lines labeled
- ☐ Accurate Right-of-Way (ROW) shown ([Figure 3-3](#) & [3-4](#))
  - Existing and proposed ROW lines labeled and dimensioned from centerline on both sides of the road
  - Local Road = 60' ROW Min. ○ Principal Arterial & Above = 100' ROW Min.
  - Minor Arterial & Collectors = 80' ROW Min. (See figures for additional information)
- ☐ Dedication/Reservation of Right-of-Way ([Section 3.6.5](#))
  - Does the existing ROW meet the minimum standards shown in ([Figure 3-3](#) & [3-4](#)) and listed above?
    - ☐ No, Then a Dedication/Reservation is required ☐ Yes, Then a Dedication/Reservation is not required
  - Does the 143rd Assembly, [Senate Bill 49](#), ([House Amendment No. 2](#)) apply?
    - ☐ Yes, add note to plans regarding above and Reservation note below ☐ No, skip to next bullet
    - “A X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future Right-of-Way needs.”\*
  - Was the ROW for the State-maintained roadway acquired in fee? ([Section 3.6.5](#))
    - ☐ Yes, use Note (A) dimension from ex. ROW ☐ No, use Note (B) dimension from centerline
    - (A) “An additional X-foot wide strip of Right-of-Way is hereby dedicated to the State of Delaware as per this plat.”\*
    - (B) “A X-foot wide strip of Right-of-Way from centerline is hereby dedicated to the State of Delaware as per this plat.”
- \* Reservation and ROW dedication do not apply to the residual parcel.
- ☐ Show and dimension location of proposed and existing driveways and distance to nearest intersection(s)
  - Combined access if possible ○ Show location of utility poles
- ☐ Spacing of multiple driveways ([Chapter 9](#))
  - Minor Collectors & Local Roads Entrances @ Min. 200' O.C. or combined
  - Minor Arterials & Major Collectors Entrances @ Min. 250' O.C. or combined
  - Principal Arterials Entrances @ Min. 400' O.C. or combined
- ☐ Sight Distance ([Section 5.4](#))
  - Triangles shown on plan view for proposed entrances; distances are correct



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- Attached printout of [Intersection Sight Distance Worksheet](#)
- Dimension the decision point from the edge of the near travel lane (see note 3 on the above worksheet)
- Drainage Requirements [New Castle County Only] ([Section 5.7](#))

### Title Block ([Section 3.2.2](#))

- Name of proposed residential development
- Name of Town/Hundred and County
- Graphic Scale
- Original Date and Revision Dates
- Signed by property Owner (for final approval)
- Name, address, telephone # and email of property Owner and Engineer/Surveyor
- Signed and Sealed by DE Licensed Engineer/Surveyor

### Data Block

- Gross acreage of property
- Zoning
- Present Use
- Proposed Use
- Sewer Provider
- Water Provider
- Tax Parcel Number
- Total number of lots, existing and proposed

### Notes

*The following notes shall appear on all Minor Subdivision Plans:*

- **All entrances shall conform to DelDOT's Standards and Regulations for Subdivision Streets and State Highway Access and shall be subject to its approval.**
- **Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.**

*Place the following notes on the Minor Subdivision Plan IF they apply to your project:*

- If the residual lands of the applicant are ever developed into a major subdivision, then the access to the parcels created by this minor subdivision plan may be revised to be from an internal subdivision street.
- Lot X, Lot X and Lot X shall have access to \_CRXXX via the 50-foot wide ingress/egress easement.
- Lot X and Lot X shall have a combined access to \_CRXXX.
- Lot X shall have a single access from \_CRXXX, in which the entrance shall be along the \_ern property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access.